



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

October 18, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 October 18, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**ADOPT, ADVERTISE, AND AWARD
PARKWAY TREE TRIMMING
ROAD DIVISIONS 416, 417, AND 514, CYCLE G
IN THE UNINCORPORATED COMMUNITIES OF
ALTADENA AND HACIENDA HEIGHTS
(SUPERVISORIAL DISTRICTS 4 AND 5)
(3 VOTES)**

SUBJECT

This action is to approve the project to trim and remove parkway trees for Parkway Tree Trimming - Road Divisions 416, 417, and 514, Cycle G, in the unincorporated communities of Altadena and Hacienda Heights; find the project categorically exempt from the provisions of the California Environmental Quality Act; adopt the plans and specifications; call for bids; and authorize the Director of Public Works or her designee to award, execute, and implement a contract with the apparent responsible contractor with the lowest responsive bid.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this project is categorically exempt from the provisions of the California Environmental Quality Act.
2. Approve the project and adopt the plans and specifications that are on file in the Construction Division of the Department of Public Works for Parkway Tree Trimming - Road Divisions 416, 417, and 514, Cycle G, in the unincorporated communities of Altadena and Hacienda Heights, at an estimated contract cost between \$450,000 and \$600,000.
3. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received and

opened on November 15, 2011, in accordance with the Instruction Sheet for Publishing Legal Advertisement.

4. Authorize the Director of Public Works or her designee to award, execute, and implement a contract with the apparent responsible contractor with the lowest responsive bid within the estimated cost range, approve the Faithful Performance and Labor and Material Bonds and insurance submitted by the contractor, and deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to obtain approval of the project from your Board; adopt the plans and specifications; advertise for bids; and authorize the Director of Public Works (Director) or her designee to award, execute, and implement a contract with the apparent responsible contractor with the lowest responsive bid for the trimming and removal of parkway trees.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3). The recommended actions will help meet these goals by providing healthier and safer parkway trees, which will benefit the communities.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The estimated construction contract cost to complete this project is in the range of \$450,000 and \$600,000. The total project cost is estimated to be \$750,000. In addition to the construction contract cost, the total project cost includes the costs of preparation of plans and specifications, inspection, contract administration, change order contingency, and other County services.

This project is included in the Fiscal Year 2011-12 Road Fund Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This project, to contract for the trimming of parkway trees, is part of the Department of Public Works' (Public Works) ongoing program for the maintenance of parkway trees. This project will be advertised in accordance with Section 20392 of the State Public Contract Code.

This project is to be completed in 120 working days. It is estimated the work will start in December 2011 and be completed in December 2012.

Delegating to the Director or her designee the authority to award, execute, and implement this contract will allow an expedited contracting process in order to partially complete the tree trimming prior to the start of the bird nesting season and warm weather.

The contract agreement will be in the form previously reviewed and approved as to form by County Counsel.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The project specifications contain

provisions requiring the contractor to comply with terms and conditions supporting your Board's ordinances, policies, and programs including, but not limited to: the County of Los Angeles' (County) Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; the Los Angeles County's Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The State Public Contract Code requires the County to award construction contracts to a responsible contractor with the lowest responsive bid, which is defined as the firm that: (1) submits the bid with the lowest cost; (2) is deemed by the County to be responsive to specific criteria under the solicitation including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a responsible bidder by exhibiting the capability, capacity, experience, trustworthiness, and financial wherewithal to perform the work required under the bid solicitation.

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the Contractors' State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the contractor will be considered before making a recommendation to award.

The plans and specifications include the contractual provisions, methods, and material requirements necessary for this project and are on file with Public Works.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt pursuant to Class 1, Subsection (j), of the revised County Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. This exemption provides for minor alternations to existing landscaping.

CONTRACTING PROCESS

This project will be contracted on an open competitive bid basis. The award by the Director or her designee will be made after review of the bids and determination of the apparent responsible contractor with the lowest responsive bid meeting the criteria established by your Board and State Public Contract Code.

To increase contractor awareness of Public Works' program to contract work out to the private sector, this project will be listed on the County website for upcoming bids.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

When the project is completed, it will have a positive impact by improving the quality of life for the communities' residents by providing healthier parkway trees.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Construction Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER
Director

GF:JTS:mt

c: Chief Executive Office (Rita Robinson)
County Counsel
Executive Office
Internal Services Department